

**Policy on DXA Use
Department of Kinesiology**

1. The GE-Lunar dual-energy x-ray absorptiometer (DXA) in the Department of Kinesiology is currently available for research and instructional use by Departmental faculty. A Department DXA Oversight Committee, consisting of faculty members with an interest in using the instrument for research and who are appointed by the Department Head will have authority over the DXA use. The committee will establish policies for DXA usage, oversee training of operators and use of maintenance funds for DXA, ensure compliance with safety precautions, track usage and review proposals to ensure the safety and proper use of the instrument, (**See DXA Oversight Committee Guidelines below**).
2. Only individuals approved by the Oversight Committee after receiving training on instrument operation and radiation safety certification by the University Division of Environmental Safety will be allowed to operate the instrument. Faculty or students recommended by faculty and approved by the oversight committee may receive DXA training.
3. **Research:** It is the responsibility of the project PI or major professor (in the case of a student project) to arrange for, and pay if needed, a technician who has been approved by the Department DXA Oversight Committee to do the scanning. Technicians must have radiation safety certification and current radiation badge from the University Division of Environmental Safety to perform scanning. IRB approval must be obtained prior to scanning any research subjects.
4. **Instruction:** DXA may be used for undergraduate and graduate class labs if assessment of body composition or bone density is a regularly scheduled laboratory. It may also be used for demonstrations, if appropriate, although precautions must be taken to minimize radiation exposure to those observing. The instructor of the course must arrange for a certified technician to do the scanning.
5. DXA scans will be scheduled using the Oracle calendar for the room (R: Ramsey 107A). Courtesy is expected in resolving scheduling conflicts. Scheduling blocks of scanning time (> 3hrs) is not permitted unless approved by the DXA oversight committee.

Purpose of DXA Oversight Committee

- I. Establish DXA use guidelines and promote safe and appropriate use of DXA
- II. Establish policy to support maintenance and repair of the DXA facility

I. DXA Use Guidelines

- 1) The DXA Oversight Committee must approve all research and instructional scans prior to scanning. **(Please see proposal format below)**. A proposal for DXA use should be submitted to the committee concurrent with the research project IRB proposal submission. IRB approval is required prior to scanning research subjects.
- 2) All research study participants must sign a University IRB approved informed consent prior to DXA scanning.
- 3) Ensure HIPAA policy is adhered to at all times.
- 4) A certified DXA operator with current radiation badge must perform all scans.
- 5) All scans must be performed according to the General Electric manufacturer's guidelines.
- 6) Scanning time must be reserved to be guaranteed. Please use Oracle calendar for scheduling DXA time
- 7) All scans must be logged into the DXA operating log.
- 8) The DXA room must be left clean and locked when not in use.
- 9) All users are responsible for their own data storage. Please utilize external storage media if data is to be saved. The DXA Oversight Committee is not responsible for saving data.
- 10) Violation of terms of agreement or evidence of improper usage of the DXA machine and facility may result in termination of the project.
- 11) Progress reports on the number of people scanned, operator, length and frequency of usage may be requested by the DXA Oversight Committee.
- 12) Use of DXA must be consistent with the mission of the Department.
- 13) The DXA Oversight Committee reserves the right to alter policy, at any time, to ensure safe and appropriate use of the instrument and facility.

II. Payment Policy for Research Projects

- 1) There will be no charge for DXA scans that will be used for research and teaching purposes for the 2008-2009 academic year.
- 2) The DXA payment policy may be modified by the DXA Oversight Committee as deemed necessary

Oracle Calendar Resource- Ramsey 107A

Reference the agenda as- **R: Ramsey 107A**

You cannot login as the resource and update the resource agenda. The resource agenda can only be updated by a 'Designate' who has been given access rights to the resource. Rights can be assigned to designates by logging into the Oracle Calendar Desktop Client program as the resource.

(Login as R: Ramsey 107A, with password- dxadxa).

The best way to work with a resource is to use the Oracle Calendar client and login as you. Then, under the File pull down menu, select Agenda then Open as Designate (a list of resources for which you have designated authority will appear). Non-designates can invite a resource to a meeting just like inviting a person. The Calendar Client program is available at <http://www.eits.uga.edu/calendar>.

Assigned resource designate at creation: Kirk Cureton

Please contact the EITS HelpDesk (helpdesk@uga.edu) if you have any problems or questions

Quick Tips

1) Open Oracle calendar and login using your own account

2) Open file menu

Open "as designate" see Ramsey 107A

See calendar dates and type in time slot with research lab name or class number and operator

Send email to listed parties indicating that you have requested DXA time to the schedule

*** Please send an email to all DXA designates once you have scheduled research/teaching time on the scanner.**

*** Scheduling blocks of time (>3 hrs) is not permitted unless approved by the DXA Oversight Committee.**

Proposal for DXA Use

Please provide a 1-page summary of the proposed investigation (Email to DXA Oversight Committee consisting of Lesley White ljwhite@uga.edu, Elaine Cress mecress@uga.edu, and Kevin McCully mccully@uga.edu). Please include the following elements in your proposal:

Date: _____

1. **Project title/Class title:Investigators/Instructors:**
3. **Faculty advisor:**
4. **IRB approval number** (please attach a copy of the research proposal and informed consent):
5. **Purpose of study (please attach IRB proposal):**
6. **Justification for DXA use:**
7. **Number of DXA scans requested and justification for sample size.**
8. **Name of DXA operator:** Date of current radiation certification.
9. **Study funding source, if applicable:**
10. **Project start date and completion date:**
11. **How will the DXA data collected in this study be used? Please check all that apply.**

Study category	Role of DXA	Type of analysis
<input type="checkbox"/> Research	<input type="checkbox"/> Primary outcome	<input type="checkbox"/> Whole body composition
<input type="checkbox"/> Instruction	<input type="checkbox"/> Secondary outcome	<input type="checkbox"/> Segmental composition
<input type="checkbox"/> Service	<input type="checkbox"/> Descriptive variable	<input type="checkbox"/> Bone density
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

12. How will you ensure DXA data is analyzed in an unbiased manner?
(If whole body scans, skip this question)

Official use only

DXA study name: _____

Date received

Decision:

Cress _____ initials _____

McCully _____ initials _____

White _____ initials _____

Comments:

Rev. Dec-08

KINESIOLOGY DEPARTMENT
Acknowledgement of risk from DXA exam

Background on DXA

DXA (or DEXA) stands for dual energy x-ray absorptiometry. It is a method by which two intensities of x-rays are scanned across the body. The resulting image is analyzed to provide estimates of body composition. This includes total body fat, lean tissue, and bone. DXA can be used to determine bone density in various parts of the body. The advantages of DXA are that it provides very reproducible and accurate measures of body composition and bone density. It also uses very little radiation exposure.

Benefits

The DXA exam provides a measurement of body composition. It can also be used to measure bone density, although the Kinesiology DXA is not set up to provide a medical diagnosis of bone density.

Risks

DXA is considered to provide a healthy adult with low risk of an adverse event. However, the use of X-Rays, even in low amounts, does present some risk. This is particularly true if you are pregnant, as the X-Rays could harm your unborn child. There is a risk of radiation sickness if you have undergone frequent X-Ray exams.

Questions

The Kinesiology Department has a special committee set up to oversee the operations of the DXA facility. If you have any questions concerning your test or the DXA facility, you can contact the DXA committee. Current members are: Drs. Lesley White, M. Elaine Cress, and Kevin McCully.

Voluntary Participation

Your participation in this DXA exam is voluntary. You can decide, at any time, not to perform the exam.

Acknowledgement of risk

By signing this acknowledgement of risk form, females of child-bearing potential are certifying to the best of their knowledge that they are not pregnant and agree to utilize adequate birth control methods during their participation in this study. If you should become pregnant, you should immediately inform the Kinesiology DXA committee.

I certify that I am not pregnant, or trying to become pregnant.

I certify that I have not had frequency or high dose X-ray testing or treatment in the last year.

Subject's Name (print)
(Please use black or blue ink)

Subject's Signature

Date

Printed name of DXA operator

Signature of DXA operator

Date